

GATEWAY CITIES EMERGENCY PROGRAM GUIDELINES

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I. GOALS AND OBJECTIVES:

The Gateway Cities Emergency Program funds are available on a competitive basis to the 26 communities in the Commonwealth that are eligible for Gateway Cities funds in the state fiscal year 1988 budget, as determined by formula. These are communities which are experiencing an influx of newcomer groups including immigrants, linguistic minorities, refugees, and others. Under the provisions of the legislation, \$1 million is available to support noteworthy initiatives to address emergency needs of newcomer groups in the eligible communities. The Gateway Cities Emergency Program is designed to meet community needs of a one-time nature which cannot be addressed in the municipal spending plan allocation. The program provides an opportunity for cities and towns to develop solutions to emergency needs with a one-time infusion of funds.

II. ELIGIBLE COMMUNITIES AND TIMEFRAME:

The 26 eligible cities and towns that meet the criteria of experiencing an influx of newcomer groups and thus eligible to compete for the \$1 million in Emergency funds include: Attleboro, Boston, Brockton, Brookline, Cambridge, Chelsea, Fall River, Fitchburg, Gloucester, Haverhill, Holyoke, Lawrence, Lowell, Lynn, Milford, New Bedford, Newton, Peabody, Quincy, Revere, Salem, Somerville, Springfield, Taunton, Waltham, and Worcester.

Funding for the \$1 million Gateway Cities Emergency Program will be on a competitive basis.

Applications for the \$1 million Emergency Program will be accepted between August 30, 1987 and March 1, 1988, until Emergency Funds are fully committed. Three grant cycles distributing approximately \$300,000 each will be held:

- I All applications received by October 16, 1987 will be reviewed and recommendations for grants made by October 30, 1987.
- II Applications received by December 4, 1987 will be reviewed and recommendations for grants made by December 18, 1987.
- III Applications received by February 19, 1988 will be reviewed and recommendations for grants made by March 4, 1988.

Communities may submit multiple applications.

In the event of extreme crises, applications for Emergency funds will be reviewed and determinations made at any time within the application period. A minimum of \$100,000 has been reserved to respond to such circumstances.

A municipality is limited to \$100,000 in total funds from the Emergency Program. Upon a determination that the extremity of an emergency justifies additional funding, the Secretary of EOCD may, at her discretion, waive this limitation.

All Emergency funds must be expended by June 30, 1988.

No preliminary applications are being requested under the Emergency Program.

III. ELIGIBLE ACTIVITIES:

Funds provided under the Gateway Cities Emergency Program should directly benefit newcomer groups and linguistic minorities. Program activities which are eligible for funding under the \$10 million Gateway Cities Program allocation are also eligible under the \$1 million Gateway Cities Emergency Program. However, the

municipality must demonstrate that a critical or emergency situation exists in competing for the Emergency Funds. Examples of critical or emergency situations include crisis situations which suddenly threaten the public safety and/or health and welfare (fires, community disturbances, substantial increases in drug use/abuse, etc.), and/or unexpected and significant overload demand on a service delivery due to rapid influxes of newcomers (schools, health agencies, housing availability, etc.). Proposals that extend or expand social/human service delivery networks to community-based organizations as end providers to impact upon the emergency situation are encouraged.

IV. LOCAL PLANNING REQUIREMENTS:

Municipalities should utilize the existing citizen/community planning structures developed during the original spending plan design and submission in planning for the utilization of the Emergency Funds. Input from local organizations and newcomer representatives regarding the emergency problems or critical situations and their suggested responses should be solicited and incorporated into the municipality's proposal. The municipality should make every effort to notify and to secure guidance and participation from as broad a range of newcomer groups and linguistic minorities and/or their representatives as possible. The local Gateway City Advisory Council represents an appropriate vehicle through which to solicit program input and conceptual advice. A public notice and opportunity to comment on Emergency Program requests should be advertised in languages appropriate for newcomers in the local area.

V. PROPOSAL REVIEW CRITERIA:

EOCD has developed criteria for reviewing and approving applications for emergency funding. The communities listed under "Eligible Communities" may compete for the \$1 million.

The criteria relate directly to a situation(s) existing in the community and the ways in which the municipality proposes to respond to it.


"Demonstration of Critical Need" - Indication of a particular critical or emergency situation which exists in the municipality which directly affects the newcomer groups. The municipal proposal should describe this emergency situation and the effect it is having on the newcomer group(s) and, if relevant, the community at large.

"Impact" - Closely linked to "critical need," this measures the impact of the particular proposal in addressing the demonstrated emergency need. The emphasis of the proposal should be to achieve a significant impact on the particular problem or to alleviate the emergency situation with a one-time infusion of funds.

"Quality of Application" - An evaluation of the proposal in terms of its overall quality, proposed administration, and likelihood of addressing the critical need. The proposed work plan describes how the municipality or its subgrantees will address the critical need in a direct manner, in a timely way, and with tangible results.

Also, special consideration will be given to projects which link with or are used as leverage to access additional resources to enhance project goals.

Funding for proposals will be released subsequent to EOCD review and recommendation, and legislative authorization.



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VI. BUDGET GUIDELINES:

Municipalities may budget for direct costs of staffing and non-personnel costs associated with carrying out their proposed emergency activities. Municipal funds may not be supplanted or replaced with Gateway Cities Emergency funds. Funding may not be used for property rehabilitation or purchase of capital equipment without a written waiver from EOCD. Funding from this program may not be used for acquisition of real property or for new construction. These funds are for emergency or critical need situations and are not to be used to merely expand an existing Gateway service or supplant funds from the regular Gateway program.

Budget forms must accompany the proposal. The forms are attached and are basically the same as for the \$10 million program. Budgets must include the estimated cost of all subcontracts and a copy of the RFP for all contracts and subcontracts. The Emergency Program funds are exclusively for direct program costs. No general administrative percentages or costs may be charged to this program.

VII. PROPOSAL FORMAT:

All proposal submissions should follow the spending plan format provided previously by EOCD for the \$10 million program, but focused on the emergency situations and the proposed municipal response to those situations. Proposals should be submitted in triplicate. Following review and approval of a proposal, EOCD will enter into a Grant Agreement with the Gateway City, containing such terms and conditions as EOCD may require.

VIII. REPORTING REQUIREMENTS:

An interim and final report must be submitted to EOCD including program and financial information. Forms for these reports will be provided by EOCD. Copies of the municipal audit including this activity must be forwarded to EOCD within 30 days of municipal approval.

